

SARAH KASSIR

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OBJECTIVE

An enthusiastic 20 year old graduate looking to apply exceptional time-management and organizational skills to efficiently manage day-to-day paperwork and administrative tasks. I am detailed oriented and a highly organized individual seeking the opportunity to advance my career in any vacant positions in your company.



EDUCATION

License Degree | Lebanese University

2019 – 2022

Set to graduate on September with a license degree in management, Faculty of Economics and Business Administration (Al-Hadath, Beirut) with a current average of 70/100

Baccalaureate | Al-Kawthar Secondary School

2019 SESSION

Graduated from secondary school with a baccalaureate diploma in sociology and economics with a score of 433/530 and gained the 40th placement in Lebanon.



EXPERIENCE

Private Tutor

2017 – CURRENTLY

Private teacher for students ranging from 2nd grade till official Baccalaureate

Sales | Scientific Library

SUMMER OF 2021

Working in the sales team with direct contact with customers helped build communication skills, rapport building skills, and time management skills.

Volunteer work | Ghobeiry Municipality

2018 – 2019

Conducting office work, data organization, and organizing seminars and awareness campaigns.

Volunteer Work | Sahel General Hospital

2018 – 2019

Filing in data, delivering sample tests to different sections, and organizing files.



SKILLS

- IT: PowerPoint, Excel, Word
- **Languages:** Fluency in English both written and oral
- Fluency in Arabic (Native)
- **Soft skills:** Speech presentation, time management, Ability to work under pressure, self-motivation, teamwork, interpersonal skills



ACTIVITIES

- Participated in the 5th annual of Arts and Sciences Fair in the Lebanese American University.
- Volunteered for charity work at the Benevolent Lebanese Evangelical School for Special Education and Development (BLESSED)